

Adjutant General's Department

8/30/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1	Unclassified Full-time	NEW Resource Protection Officer (2 Positions) https://www.da.ks.gov/ps/pub/reginfo.asp?id=172715	JFHQ Complex Security	Sept. 16, 2012
Topeka	1,2,3	Unclassified Full-time	NEW Fire Protection Station Captain https://www.da.ks.gov/ps/pub/reginfo.asp?id=172716	190 th CEF Forbes	Open Until Filled
Topeka	1,2,3	Unclassified Full-time	Fire Protection Supervisor https://www.da.ks.gov/ps/pub/reginfo.asp?id=172317	190 th CEF Forbes	Open Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Resource Protection Officer (2 Positions) **Joint Forces Headquarters Complex Security, Topeka, KS**

Requisition # 172715 – Open until September 16, 2012 – Internal Job Posting – Open only to current employees of the Adjutant General's Department. Two (2) positions that are full time, unclassified with benefits, state position, \$13.61 per hour. Work schedule to be determined.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172715. The Adjutant General's Department is an Equal Opportunity Employer.

NEW Fire Protection Station Captain 190th ANG, Forbes Field, Topeka, KS

Requisition # 172716 – Open until Filled – Full time, unclassified with benefits, state position, \$35,147.84 to \$47,436.48 annual salary, \$12.07 to \$16.29 hourly rate based on 2,912 hours per year, salary depending upon qualifications. Hazmat Technician certification incentive is available. 24 hour shifts. This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

Job Description: Directs crew in fighting aircraft, wheeled vehicle, structural and wild land fires; hazmat response; confined space response; communications centers monitoring; inspections; training; assigns facility/fire vehicle maintenance tasks; and prepares reports.

Minimum and Preferred Qualifications: Requires two (2) years of firefighting experience, including or supplemented by one (1) year airfield fire fighting. Also requires national certification as a Fire Officer I; Fire Fighter II; Fire Instructor I; Fire Inspector I; Airport Fire Fighter; Driver/Operator Pumper, ARFF, and Tender; Hazardous Materials Awareness and Operations; and EMS First Responder. Must obtain NREMT certification within 1 year of hire; DL-Class A or Class B and pass the pre-employment physical. Must complete and/or maintain designated training, certifications and physical requirements as a condition of employment. Prefer sound supervisory abilities and experience and/or training in various software packages, particularly Microsoft Office.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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(Skip this step if you already have an Applicant ID number.)

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Fire Protection Supervisor 190th Air Refueling Wing, Forbes Field, Topeka, KS.

Requisition # 172317 – Open until filled – Full time, unclassified with benefits, state position, \$13.04 per hour, negotiable based on qualifications. This position works a 24/48 schedule. This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

Job Description: Supervises a shift of four (4) fire fighters in making management decisions in solving problems, providing precise and accurate decisions for firefighting guidance. This includes but is not limited to, timesheets, approving leave, staffing, counseling, observing and evaluating performance. This requires knowledge of and the ability to interpret and apply directives fairly. Employee acts as the Wing Fire Chief in his/her absence. Employee also performs rescue, fire suppression, firefighting, hazardous materials containment and control and/or emergency medical services duties during emergency incidents.

Minimum and Preferred Qualifications: Requires successful completion of a full four year (4) high school curriculum or GED equivalent. Also requires five (5) years of firefighting experience with progressive leadership responsibilities, four (4) years must be in airfield firefighting; possess the following certifications, DOD Fire Officer III; Hazardous Material Operations; Hazardous Materials Incident Command; and Airport Firefighter. Position requires certification of Emergency Medical Technician in 12 months; NIMS 100-400 & 700 and 800, State of Kansas Basic Supervisory course, and Air Force Incident Management course within 24 months. Must pass NFPA 1582 pre-employment physical and physical condition

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

assessment. Applicants must be physically able to perform efficiently the duties of the position for which they are considered. This position requires arduous physical exertion under rigorous and unusual conditions.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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